

The seal of James City County is circular. It features a sailing ship on the water in the center. The words "James City County" are written in a circle around the top, and "Jamestown 1607" is written around the bottom. The number "209" is prominently displayed in the center of the seal, overlapping the ship.

UTILITY OPERATIONS SUPERINTENDENT

DEPARTMENT: James City Service Authority/Utility Operations/Underground Utilities

NATURE OF WORK:

This is an advanced technical, supervisory and administrative position. Performs complex technical and administrative work while overseeing all functions of the Underground Utility Section of the James City Service Authority (JCSA). Responsible for all operation, development, maintenance and repair of the JCSA's water distribution and sanitary sewer infrastructures. Plans, coordinates, and directs the activities of the JCSA's Underground Utility Section.

Duties are performed under the managerial direction of Utility Operations Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans, coordinates, and manages the operations of the Underground Utility Section. Oversees the installation, repair and maintenance of distribution and sanitary sewer infrastructure ensuring compliance with Federal and State environmental requirements.

Establishes and implements goals, objectives and priorities for the Underground Utility Section; develops budget needs and requirements to meet the Utility Operations Division's goals and objectives.

Performs a variety of administrative duties including preparation of work logs, field reports and related water distribution and wastewater reports for State and Federal agencies; filing reports with the Department of Environmental Quality and Health Department for sewage violations.

Manages, develops and coordinates an automated record system for the Underground Utility Section, i.e., preventive maintenance, unscheduled maintenance and required infrastructure repairs.

Provides supervision to Underground Utility Section personnel to include the initiation of personnel actions such as hiring, performance evaluation, counseling, training and correction. Provides continuing mentoring and career progression counseling.

Reviews plans and specifications and develops recommendations for modifications to water and distribution and sanitary sewer infrastructure.

Responds to citizens' questions, complaints, and concerns relating to water and wastewater construction and repair issues and is considered the subject matter expert for all related topics.

Develops and maintains periodic preventive maintenance schedules and programs for assigned personnel. Coordinates construction, maintenance and repair of water distribution and sanitary sewer collection systems with other divisions, agencies and contractors.

Develops work orders, assigning priorities, and distributes appropriately. Coordinates emergency repairs to the JCSA's infrastructure with other agencies, and contractors.

Responds to emergency calls at all hours and performs work as required or as deemed necessary by higher authorities. Will maintain an insight of all operations procedures in order to serve as the Operations Administrator in his absence.

Assures that water distribution and sanitary sewer infrastructure are constructed, repaired and operated in accordance with Federal and State regulations.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials and work conditions are adequately maintained to prevent accidents. Serves as a safety and technical instructor for the JCSA.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties require work in an office setting, at various construction sites, in confined space and job sites throughout the County. Drives JCSA vehicle to work sites. Requires periods of extended sitting standing, and walking outdoors to inspect work sites. Inspections will be performed during all hours of the day and during periods of inclement weather. Operates computer, radio and telephone.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge and experience of the skills, techniques and standards for construction, repair and maintenance of both potable water and sanitary sewer infrastructure. Thorough knowledge of plumbing codes and practices.

Extensive knowledge of the theory and practice of modern utility systems; extensive knowledge in site selection and preparation methods and procedures for construction.

Ability to train, supervise, plan and direct the work of assigned personnel and to prepare and maintain reports, records, and financial accounting; ability to prepare and interpret materials and equipment specifications and to compile job cost estimates.

Must possess a comprehensive knowledge of all related safety laws, practices, and procedures (OSHA and VOSH). Extensive knowledge of State and Federal requirements relating to potable water systems, sanitary sewer collection systems, and private septic systems.

Ability to establish and maintain an effective and courteous working relationship and communication with coworkers, private contractors, vendors, regulatory agency representatives and the public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

An Associate's Degree in civil engineering or related field and extensive experience in the public works or utility field with experience in underground utility construction, operation and maintenance, including supervision and management experience or any equivalent combination of acceptable education and experience providing the knowledge, skills and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria.

Must possess the ability and tolerance to function in an environment that requires the use of respiratory protection devices, i.e. respirators (both canister and airline types) and self-contained breathing apparatuses. The incumbent for this position will maintain their ability to fulfill all requirements of the JCSA's Respiratory Protection Program.

Date: March 2002
uosuper209_102_3

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Utility Operations Superintendent Position Number 209
Department JCSA Division Utility Operations/Underground Utility

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Position requires operation of automation equipment, i.e., computer, printers, etc.

VI. Physical Demands:

1. **Strength**: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift					✓		✓		
Push/Pull					✓		✓		
Hold/Carry					✓		✓		

Manipulation done from: ☒ round to waist ☒ waist level ☒ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing**: To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
<input checked="" type="checkbox"/> Step stool	<input checked="" type="checkbox"/> 1 flight	<input type="checkbox"/> 1-2
<input checked="" type="checkbox"/> 8' to 10' step ladder	<input type="checkbox"/> 2 flights	<input type="checkbox"/> 2-3
<input type="checkbox"/> Extension ladder	<input type="checkbox"/> 3 or more flights	<input type="checkbox"/> 3-4
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Other _____
<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run**:

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand		✓						✓	
Sit				✓				✓	
Walk	✓							✓	
Run									

If walking or running, over what type of terrain? ☐ flat ☐ rough ☒ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)

VII. *Driving:* The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			